

MATERIEL STORAGE AND DISTRIBUTION

1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard manpower standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload.

2. Authority. AFMAN 23-110, *USAF Supply Manual*, (formerly 67-series of Air Force (AF) and/or Air National Guard (ANG) directives) contains command policy and procedural guidance for the Materiel Storage and Distribution work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

3. Applicability. This standard applies to all ANG flying units operating a Standard Base Supply System (SBSS). This standard applies to peacetime operations only.

4. Standard Data:

- a. Classification. Type II.
- b. Approval Date. 10 May 1994.
- c. Man-hour Data Source. Operational Audit method (historical record and technical estimate techniques).
- d. Standard Man-hour Equation. $Y = 540.4 + 0.01365X_1 + 0.005567X_2$.
- e. Workload Factors (WLF):

(1) Title:

- (a) X_1 . An Item Record.
- (b) X_2 . A Transaction.

(2) Definition:

- (a) X_1 . The total number of item records loaded per month for SBSS and supported units.
- (b) X_2 . The average monthly number of total transactions processed by SBSS.

(3) Source:

- (a) X_1 . The Base Supply Management Report (M-32), Part 2, Index Page Title "Item Record Data," applicable page, under "Type Item Data" column, count total IR for Supplies and Equipment.
- (b) X_2 . The Base Supply Management Report (M-32), Part 2, Index Page Title "Transaction Summary," applicable page, under "Type Transaction" column, Total Trans (This SD), count total for all accounts.

5. Application Instructions:

- a. The valid man-hour range for this ANGMS is 606.56 through 1423.91.
- b. This ANGMS is appropriate for use with all civilian man-hour availability factors in peacetime.
- c. Determine the whole manpower requirements for this work center by substituting the appropriate workload value in paragraph 4e for the X value in the man-hour equation in paragraph 4d. Divide the resultant number by the current civilian man-hour availability factor which will produce fractional manpower requirements. Use the fractional manpower table provided by ANGRC/XPME to determine requirements.
- d. Refer to attachment 2, AF Form 1113, Standard Manpower Table, to determine specific Air Force specialties.

6. **Statement of Conditions.** The conditions listed below had no effect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

- a. Minimum response rates.
- b. Minimum manpower levels.
- c. Standardized crew complements.
- d. Safety considerations.
- e. Aircraft turn-around time.
- f. Length of waiting periods.
- g. Levels of backlog.
- h. Hours of operation.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

2 Attachments
1. Work Center Description
2. Standard Manpower Table

SUMMARY OF CHANGES. This ANGMS is a total revision of the 15 Jan 89 standard. It contains the latest policies, practices, and procedures of the Materiel Storage and Distribution work center.

WORK CENTER DESCRIPTION
Materiel Storage and Distribution

DIRECT:**1. WAREHOUSE OPERATIONS:****1.1. RECEIVES MATERIEL:**

1.1.1. OFF-LOADS CARRIER. Meets vendor or military driver at dock. Off-loads item and places item on conveyor system or in warehouse receiving area. Uses forklift to remove heavy/bulky item scheduled to be stored in warehouse. Notifies supervisor if a chemical/toxic spill is observed during receiving or opening of container.

1.1.2. PROCESSES ITEM FOR STORAGE. Opens storage container and verifies item with enclosed receipt document. Verifies stock number, quantity, and condition of item. Signs and dates appropriate block. Attaches copy of receipt to received materiel and places in tote box or prestorage area. Inputs receipt data into terminal. Identifies damaged item and shipment discrepancy.

1.1.3. PROCESSES TURNED-IN MATERIEL. Receives materiel and identifies item to federal stock number. Researches federal stock number if documentation is not attached. Obtains serialized document number and annotates issue/turn-in request with document number, number of items turned-in, federal stock number, and other required data. Date stamps document and distributes required copies. Inputs data into terminal, receives computer disposition notice, and attaches to material.

1.1.4. PROCESSES LOCAL PURCHASE (LP) ITEM FOR STORAGE OR ISSUE. Receives shipment and billing. Compares item received against specified local purchase documentation. Identifies and annotates discrepancy between item ordered and received or damaged property. Signs for materiel, date stamps, and routes documentation. Inputs data into terminal. Files copy of supporting documentation in LP contract file. Coordinates contracting discrepancy.

1.1.5. PROCESSES REPORT OF DISCREPANCY (ROD):

1.1.5.1. VERIFIES DISCREPANCY. Determines type of discrepancy.

1.1.5.2. PERFORMS RESEARCH. Performs research and coordinates with Research section.

1.1.5.3. PREPARES DOCUMENTATION. Prepares and distributes documentation. Inputs data into terminal on funded item.

1.1.5.4. PERFORMS FOLLOW-UP. Coordinates corrected follow-up action.

1.1.6. RECEIVES GOVERNMENT GAS CYLINDER. Receives, verifies quantity, signs invoice, and leak tests cylinder.

1.2. PERFORMS INSPECTION:**1.2.1. INSPECTS SHELF LIFE ITEM:**

1.2.1.1. INSPECTS BIN ITEM. Obtains listing and travels to specified storage bin location. Compares item expiration date against shelf life code listing. Annotates item short expiration date on listing. Pulls expired item. Inspects bin item to ensure first-in item will be first-out.

1.2.1.2. INPUTS CHANGE INTO TERMINAL.

1.2.1.3. UPDATES OUTDATED MATERIAL. Retags item in stock with new expiration date.

1.2.1.4. PERFORMS PETROLEUM PRODUCT INSPECTION. Inspects product for retest date according to military specification (MIL SPEC) number. Changes product to appropriate Suspended Code that has reached the retest date. Coordinates with appropriate agency. Retags item in stock or disposes of locally. Forwards sample to area laboratory for item that was not tested.

1.2.1.5. PERFORMS CHEMICAL PRODUCT INSPECTION. Inspects product for retest date according to MIL SPEC number. Changes product to appropriate Suspended Code that has reached the retest date. Coordinates with appropriate agency. Retags item in stock or disposes of locally. Forwards sample to area laboratory for item that has not been tested.

1.2.1.6. INSPECTS INCOMING PROPERTY. Inspects incoming property for shelf life expiration, annotates package with either retest or expiration date, and signs receipt document.

1.2.2. INSPECTS MAINTENANCE FUNCTIONAL CHECK ITEM:

1.2.2.1. PROCESSES INCOMING UNIT. Receives receipt on property scheduled for functional check. Verifies receipt and telephones appropriate maintenance activity to schedule functional check. Prepares necessary documentation to establish due-in from maintenance control and inputs data into terminal.

1.2.2.2. INSPECTS CURRENT ASSET. Processes inquiry, receives functional check listing, inspects warehouse asset, and verifies accomplishment of functional check.

1.2.2.3. UPDATES FUNCTIONAL CHECK ITEM. Receives request to add, change, or delete; inputs data into terminal and files request.

1.2.3. PROCESSES IDENTITY CHANGE. Researches item for proper identity and prepares and inputs transaction. Moves property to Storage and Issue area for warehousing.

1.2.4. REVIEWS TIME COMPLIANCE TECHNICAL ORDER (TCTO) TO DETERMINE IF SYSTEM STOCKS ARE AFFECTED:

1.2.4.1. PROCESSES TCTO PUBLICATION OR SUPPLEMENT. Receives and reviews TCTO publication or supplement, loads parts preference code 4 or TCTO flag, and notifies Maintenance of on-shelf assets requiring modification.

1.2.4.2. INSPECTS ASSETS FOR TCTO COMPLIANCE. Receives monthly TCTO inspection item listing. Inspects assets for TCTO compliance, notifies Maintenance of items to be modified or shipped back to depot, and deletes parts preference code 4 upon revision date.

1.2.5. UPDATES HEALTH INDICATOR. Prepares cover letter with type cargo code listing or validation of health hazard item and sends to medical clinic. Loads, changes, or deletes health hazard item. Identifies cargo codes that have not been assigned an issue exception code.

1.2.6. PROCESSES WAREHOUSE CHANGE. Initiates and/or receives notice and changes condition. Authenticates documentation and forwards to Document Control.

1.2.7. PROCESSES NEW SUSPECT CODE:

1.2.7.1. PROCESSES INQUIRY. Receives and reviews message and processes inquiry to identify affected area.

1.2.7.2. UPDATES SUSPECT CODE. Loads suspect code and deletes.

1.2.7.3. INSPECTS AFFECTED AREA. Receives management notice identifying affected area and inspects item.

1.2.8. INSPECTS LP ASSET. Inspects property received from vendor. Verifies material purchased under wash post that is not equipment. Coordinates with Contracting for incorrect, damaged, or short item received.

1.2.9. INSPECTS TURNED-IN ASSET. Inspects asset being turned in and verifies part number to stock number. Processes serviceable property to stock. Processes unserviceable asset for shipment or assigns unserviceable pending disposition instructions.

1.2.10. INSPECTS ITEM BEING SHIPPED. Inspects item being shipped for correct stock number and quantity. Authenticates shipment notice.

1.2.11. PROCESSES ORGANIZATIONAL REFUSAL.

1.2.12. RESEARCHES CORRECT DEMILITARIZATION (DEMIL) CODE. Researches and determines proper DEMIL code for items being sent to DRMO without a valid DEMIL code.

1.2.13. MAINTAINS UNSERVICEABLE ASSET HOLDING AREA. Loads locations on unserviceable assets with on-hand balance. Maintains "MDR" holding area and processes shipment to Traffic Management Office as directed.

1.2.14. MAINTAINS ELECTRO SENSITIVE DEVICE (ESD) LOCATION. Ensures all special requirements for storage and handling of ESD items are posted and followed.

1.3. STORES AND ISSUES PROPERTY:

1.3.1. STORES SUPPLY ITEM RECEIVED. Transports item from temporary receiving area to specified bin location and stores property. Uses forklift/truck to move item from receiving area to warehouse/outside storage. Off-loads and stores item in location.

1.3.2. PROCESSES SERVICEABLE TURN-IN. Transports materiel to storage bin location and stores.

1.3.3. ISSUES ITEM:

1.3.3.1. REMOVES ITEM FOR ISSUE. Travels to specified bin/storage location or temporary receiving area and pulls item for issue. Authenticates document, attaches issue receipt to material, and transports to appropriate delivery area. Assists in loading heavy or bulky item. Notifies supervisor of observed chemical/toxic spill.

1.3.3.2. VERIFIES QUANTITY ON-HAND EQUALS SERVICEABLE BALANCE ON BIN NOTICE. Ensures on-hand quantity and initiates corrective action if not. Researches to determine cause of discrepancy and coordinates with Inventory for special inventory process.

1.3.3.3. ENSURES PROPERTY IS SECURE. Ensures sensitive and pilferable property is properly located and safeguarded.

1.3.4. PROCESSES WAREHOUSE LABEL ACTION:

1.3.4.1. PROCESSES WAREHOUSE LOCATION ADD. Receives new stock number. Goes to empty bin location, annotates new location, inputs data into terminal, creates temporary label, and attaches to bin. Verifies new bin location against delinquent document listing (DDL). Records new bin location on stock number directory (SND). Files and suspenses copy of management notice. Receives labels and verifies against notice. Replaces temporary with permanent label.

1.3.4.2. PROCESSES WAREHOUSE LOCATION DELETE. Receives notification of delete and verifies bin location. Verifies changed bin location on daily document register. Checks daily item record and deletes and processes against daily document register. Requests required special inventory to identify warehouse problem. Removes bin label.

1.3.4.3. PROCESSES WAREHOUSE LOCATION CHANGE. Analyzes storage space and relocates property. Assigns warehouse location, creates temporary bin labels, inputs data into terminal, enters or updates SND, and verifies location against DDL.

1.3.5. CONDUCTS WAREHOUSE VALIDATION:

1.3.5.1. PREPARES FOR VALIDATION. Receives and reviews inventory schedule, prepares validation schedule, and distributes copy to required offices. Requests validation listing and bin tables and picks up Logistics Marking and Reading Symbol hand held terminal (HHT).

1.3.5.2. PERFORMS WAREHOUSE VALIDATION. Performs validation to include ensuring property and quantity in location matches stock number and quantity on outside label.

1.3.5.3. REQUESTS SPECIAL INVENTORY. Processes warehouse location change or validation card to correct error detected during validation. Requests a special inventory when corrective action cannot be taken to resolve the discrepancy.

1.3.5.4. PROCESSES SERVICEABLE BALANCE NO WAREHOUSE LOCATION OR DUPLICATE WAREHOUSE LOCATION. Physically checks location, performs research to identify discrepancy, and resolves problem.

1.3.6. MANAGES REUSABLE CONTAINER PROGRAM.

1.4. PICKS UP AND DELIVERS ITEM. Picks up item from delivery bin and transports to specified customer location. Off-loads item and obtains authorized customer signature. Picks up item to be returned to Supply, delivers to warehouse receiving section, and processes documentation.

1.5. TRANSPORTS MATERIEL TO DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO):

1.5.1. MAINTAINS COLLECTION POINT FOR SCRAP METAL. Processes necessary paperwork to dispose of material through DRMO.

1.5.2. MAINTAINS CONTROL POINT FOR PRECIOUS METAL RECOVERY PROGRAM. Processes necessary paperwork to dispose of material through DRMO.

1.5.3. COMPLETES AND CONTROLS TRANSACTION FOR DISPOSAL OF HAZARDOUS WASTE THROUGH DRMO. Assigns contract line numbers and obtains materiel safety data sheet by use of CD-ROM. Coordinates disposal with Bioenvironmental and DRMO.

1.5.4. PICKS UP AND PROCESSES CUSTOMER USED OIL OR HYDRAULIC FLUID. Stores and coordinates with DRMO for contract resale.

1.6. PROCESSES WAREHOUSE REFUSAL. Conducts research of warehouse refusal and takes necessary action.

1.7. REVIEWS REJECT LISTING:

1.7.1. REVIEWS LISTING. Reviews listing to identify rejects applicable to Warehouse Operations.

1.7.2. TAKES CORRECTIVE ACTION. Researches to identify reason for reject, prepares clear data, and forwards to the reject monitor.

1.8. REVIEWS DELINQUENT DOCUMENT LISTING:

1.8.1. REVIEWS LISTING. Reviews listing to identify those delinquent documents applicable to Warehouse Operations.

1.8.2. TAKES CORRECTIVE ACTION. Researches to find lost or misplaced document, forwards to Document Control, or reaccomplishes document.

2. BENCH STOCK:

2.1. PERFORMS WEEKLY WALK-THROUGH INVENTORY:

2.1.1. PREPARES FOR INVENTORY. Coordinates with bench stock monitor and obtains uploaded HHT.

2.1.2. INVENTORIES BENCH STOCK. Travels to bench stock location, checks flagged bin, reads bin label with HHT, posts placard, returns HHT, and return to shop.

2.2. PERFORMS MONTHLY CYCLE INVENTORY:

2.2.1. PREPARES FOR INVENTORY. Coordinates with bench stock monitor to schedule inventory and obtains HHT.

2.2.2. INVENTORIES BENCH STOCK. Inventories bench stock and returns HHT.

2.2.3. REPLACES BIN LABEL. Requests new bin label and replaces missing or unserviceable label.

2.3. PROCESSES CALL-IN EXPEDITE ISSUE REQUEST. Receives request, inputs data into terminal, and pulls item.

2.4. PROCESSES KILL OR SUBSTITUTE. Notifies bench stock monitor of substitute item and inputs data into terminal.

2.5. ISSUES PROPERTY:

2.5.1. RETRIEVES PROPERTY. Compares property received with issue or due-out release document and prepares for delivery.

2.5.2. LOADS AND DELIVERS PROPERTY. Loads property and delivers to appropriate shop. Places property of due-out notice in bin, removes flag from bin, signs or obtains signature, and posts placard. Returns and

forwards copy to Document Control.

2.6. MAINTAINS BENCH STOCK REVIEW LISTING (S04):

2.6.1. PERFORMS BENCH STOCK AND STANDARD REPORTING DESIGNATOR REVIEW:

2.6.1.1. REQUESTS S04 LISTING. Requests, receives, and reviews S04 listing.

2.6.1.2. CONDUCTS MEETING. Conducts joint meeting with all bench stock monitors to discuss required charge.

2.6.1.3. UPDATES LISTING. Inputs change into computer and forwards pen-and-ink changed copy back to the monitor.

2.6.1.4. DISTRIBUTES UPDATED LISTING. Receives and verifies listing and forwards to monitor.

2.6.1.5. PLACES NEW LABEL ON BIN. Receives new label on changed item, travels to bench stock location, places label on bin, and returns.

2.6.2. UPDATES BENCH STOCK DETAIL/DDL. Reviews DDL or receives Bench Stock due-out status listing (R31) and coordinates with Stock Control for follow-up action or to cancel due-outs.

2.6.3. PERFORMS FOLLOW-UP ON UNFAVORABLE DUE-OUT. Receives Bench Stock due-out status listing (R31) and coordinates with Stock Control for follow-up action or to cancel due-outs.

2.7. PROCESSES BENCH STOCK TURN-IN. Prepares turn-in documentation and turns in property to Receiving.

2.8. ESTABLISHES NEW ACCOUNT:

2.8.1. VERIFIES LIST. Receives listing, coordinates with Records Maintenance to have organizational shop code loaded, and verifies list of requested items.

2.8.2. INPUTS DATA INTO TERMINAL.

2.8.3. REQUESTS NEW LISTING AND LABEL. Requests new listing and label, forwards listing to new location, and places new label on bin.

2.9. MAINTAINS RECOMMENDED ADD, CHANGE, AND CONSUMPTION LISTING (M04):

2.9.1. PROCESSES M04 LISTING. Forwards add, change, and delete to monitor. Coordinates add and change, obtains proper signature, and inputs required data into terminal. Requests new label, obtains Material Control signature, and forwards copy to appropriate organization.

2.9.2. CHECKS QUANTITY UNIT PACK (QUP). Reviews listing to identify change required to match QUP with authorized quantity. Inputs required change into terminal, requests label, and forwards to organization.

2.10. REVIEWS REJECT LISTING:

2.10.1. REVIEWS LISTING. Reviews daily reject listing for discrepancy.

2.10.2. TAKES CORRECTIVE ACTION. Researches to identify reason for reject, prepares reject clear data, and forwards to reject monitor.

2.11. REVIEWS DDL:

2.11.1. REVIEWS LISTING. Reviews listing to identify those delinquent documents applicable to Bench Stock.

2.11.2. TAKES CORRECTIVE ACTION. Performs research to locate document and forwards to Document Control or reaccomplishes document.

3. UNIT TRAINING ASSEMBLY (UTA) PREPARATION. Performs planning and scheduling task associated with preparation for UTA.

INDIRECT: Indirect work involves those tasks that are readily identifiable with the work center's product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

I1. SUPERVISION. All standard indirect tasks apply except I1.2.2.1., I1.2.3.4., I1.7.2., and I1.8.

I2. ADMINISTRATION. All standard indirect tasks apply except I2.1., I2.2., I2.4., I2.5., I2.6., I2.7., I2.12., I2.14., and I2.15.

I3. MEETING. All standard indirect tasks apply except I3.1.1., I3.1.2., I3.1.3., I3.1.4., I3.2.1., I3.2.2., I3.2.3., and I3.2.4.

I4. TRAINING. All standard indirect tasks apply except I4.1.1.

I5. SUPPLY. All standard indirect tasks apply.

I6. EQUIPMENT MAINTENANCE. All standard indirect tasks apply except I6.1.1.2., I6.1.2.2., I6.1.3., and I6.2.2.

I7. CLEANUP. All standard indirect tasks apply except I7.3.1.

AF FORM 1113, Jun 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE